

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center; color: red;">-Amendment dated 25 Nov 15-</p> <p style="text-align: center; color: red;">Associated Document in item 8 was changed as shown</p>		<b>広報番号：</b> Announcement No.	CFAY-N3AT-02-16(A)
		<b>募集締切日：</b> Closing Date	14 Dec 15
		<b>発行日：</b> Date of Issue	24 Nov 15
<b>1.職種名</b> Job title ( 等級 Grade <u>2</u> / 語学等級 LD <u>1</u> )		<b>募集人数</b> No. of Recruitment	<b>4.募集範囲</b> Area of Consideration
<div style="text-align: center;"> <h3>Mobile Patrol Guard, #3006</h3> <p>(移動巡視警備員)</p> <p>Acceptable trainee level (採用可能見習い等級): 3-1</p> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div><input type="checkbox"/> 事務系 Administrative</div> <div><input type="checkbox"/> 技能系 Blue Collar Trade</div> <div><input checked="" type="checkbox"/> 保安系 Security</div> <div><input type="checkbox"/> 医療系 Medical</div> </div>		<div style="text-align: center; font-size: 2em;">1 名</div>	I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant <b>**Those who previously applied for VA No. CFAY-N3AT-02-16 need not reapply</b>
<b>2.部隊</b> Activity <b>Commander Fleet Activities, Yokosuka Force Protection Department Guard Division</b>		<div style="border: 2px solid yellow; padding: 5px; color: red; font-weight: bold;">         勤務場所及び時間は、定期的または職務上の必要に応じ、逐次変更されます。  <b>Assigned work site and work schedule are subject to change based on operational requirements.</b> </div>	
<b>勤務場所</b> Working Place: Yokosuka, Urago, Ikego, Negishi, Hakozaki, and Tsurumi			
<b>3.勤務時間</b> Work Schedule ( 週 <u>40</u> 時間制 hrww ) <input type="checkbox"/> 規則 Regular <input checked="" type="checkbox"/> 不規則 Irregular <b>勤務日</b> Work Days: 5 days a week 週休 2 日 <b>勤務時間・休憩</b> Work Hours/Recess Period: <b>0530-1415/1330-2215/2130-0615/45min</b> <input checked="" type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel (Relief Duty)			
<b>5.雇用の種類</b> Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( __ヵ月 Months )			
<b>6.職務内容</b> Duties Under supervision of a US military or Japanese guard supervisor performs armed sentry or patrol guard duty by operating an assigned motor vehicle in order regularly to patrol areas requiring special security and patrol measures to prevent occurrence of accidents or property damage at such facilities as airfields, munition dumps, vital arms storages, munitions repair shops, radio stations, ports or special security facilities and areas, to detect and prevent illegal intrusion, violation of regulations, and property damage. Questions suspicious persons loitering within the areas and apprehends intruders or violators if necessary. Reports incidents and irregularities. Takes predetermined actions complying with general or special orders immediately upon occurrence of emergency situations or possible occurrence thereof, or may take emergency actions using his/her own judgment as the circumstances require. Performs operator's daily inspection and maintenance of the assigned vehicle and equipment. Performs minor emergency repairs to vehicle. Fills in trip tickets and operator's vehicle maintenance service record indicating required data. In case of traffic accident, fills out driver's accident report. Receives training per US Navy instructions and training manual. Appropriate licensing requirements must be met. Performs other related or incidental duties as assigned. <ol style="list-style-type: none"> <li>Patrol Guard Duties at ordnance area, housing areas, POL areas and main complex.</li> <li>Checks ID cards or Gate Passes at Gates.</li> <li>Security escort for cash transportation as requested by each activities or commands.</li> </ol>			
<b>7.資格要件／身体条件</b> Qualification/Physical Requirements <ol style="list-style-type: none"> <li>Must have six months of specialized experience in the related work at 3-1 level.</li> <li>Must have an ordinary driver's license with at least 2 years of driving experience (A/T limited is not acceptable).</li> <li style="color: red;">Must bring certificate of driving record for the past 3 years issued by Japan Automobile Driving Safety Center at time of interview.(面接時に自動車安全運転センター発行の過去3年間の運転記録証明書を持参のこと)  <div style="color: red;">&lt;Please refer to Item 8 for more detail. 詳細は“8. 提出するもの”を参照&gt;</div> </li> <li>Ability to work and drive under inclement weather conditions to maintain emergency services/security capability.</li> <li>Ability to speak, read, and write Japanese language at native language level.</li> <li>Ability to speak, read, and write English at elementary proficiency level (LD-1).</li> <li>Ability to report for duty, 24 hours a day, whether or not public transportation is available</li> <li>Ability to work at any work site and under irregular work schedule. (Yokosuka, Urago, Ikego, Negishi, Hakozaki, and Tsurumi)</li> </ol> <p><u>* To be qualified at 3-1:</u>          Those who do not have specialized experience, but do meet above qualifications “b” through “h”.</p> <p><u>* Handicapped applicants may be accepted, depending on the degree and kind of disability.</u></p>			

英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional	
学歴 Educational Background : N/A	免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents	職務状況 Working Condition
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"</p> <p><input checked="" type="checkbox"/> 日本政府発行の普通自動車免許 (A T 限定不可) の写し Copy of GOJ ordinary driver's license (AT limited is not acceptable).</p> <p><input checked="" type="checkbox"/> 修了証／証明書の写し Copy of Certificate <b>Certificate of driving record for the past 3 years issued by Japan Automobile Driving Safety Center <u>at the interview</u>. 面接時に自動車安全運転センター発行の過去3年間の運転記録証明書を持参のこと</b> 証明書に関しての詳細連絡先: 自動車安全運転センター神奈川県事務所 横浜市旭区中尾2-3-1 (神奈川県警察本部交通部運転免許本部内) 045-364-7000/7001</p> <p><b>*It will take approximately 2 weeks to acquire the certificate. It is recommended to request/apply for the certificate at the same time you submit the application for this announcement.</b></p> <p><b>*証明書発行には申請時から約2週間程度かかります。応募者はこの広報への応募と同時に取得申請することをお勧めします。</b></p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 82円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</p>	<p>*Ability to work and drive under inclement weather conditions.</p> <p>*Ability to stand long hours.</p>
<p><b>9. 応募書類提出先 Office to Submit</b></p> <p>内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.</p> <p>（注意）上記項目4番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.</p> <p><b>1. 内部応募者（現 MLC/IHA 従業員）提出先（米海軍横須賀基地日本人雇用課（HRO））:</b> Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base): 〒238-0001 1 Banchi Tomari-cho, Yokosuka 神奈川県横須賀市泊町1番地 PSC 473 BOX 22 CNRJ HRO N132 内線/Extension 243-8152</p> <p>米海軍横須賀基地正門左手前事務所1階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前0600時より、午後0600時までこの箱への応募書類の提出が可能です。 Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.</p> <p><b>2. 外部応募者（非従業員）提出先:</b> 〒238-0011 神奈川県横須賀市米が浜通1-6 村瀬ビル4階 (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) 管理第一係</p> <p><b>Off Base Applicants must submit to:</b> 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka Yokosuka Branch of LMO/IAA Management #1 Section</p>	

電話番号 Phone 046-828-6959

受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。  
Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.

**10. 事務処理欄** For Official Use

募集部隊担当 Activity POC : CFAY N04CA

軍電 (DSN) 243-8148/8143

**PD No.: CFAY-1210C-007**

PD is accurate and current. Certified by Activity: mm11/17

HRO: (rcvd: 11/17)  
au 11/18 kw 11/18

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
提出された応募書類はお返ししません Submitted applications will not be returned.

**PRIVACY ACT STATEMENT 個人情報保護について**

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記：記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。